



# *Iowa Technology Governance Board*

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January 8, 2007

To: Department Heads  
Chief Information Officers  
Chief Financial Officers  
From: Technology Governance Board  
RE: Technology Governance Board approval process for IT projects

Included in the duties of the Technology Governance Board (TGB) is the review and approval of all requests for proposal (RFPs) prior to issuance for all information technology (IT) devices, hardware acquisition, IT services, software development projects, and IT outsourcing for agencies that exceed certain limits. The TGB has been reviewing RFPs with an IT component exceeding either \$50,000 in cost or 750 internal staff hours. Almost thirty RFPs have been reviewed from a variety of participating agencies by the TGB over the past year within the applicable guidelines set forth in the board's duties.

Reviewing IT-related RFPs has allowed the TGB to foster coordination between departments on IT equipment and application development. Also, the TGB review process includes a review by the Joint Council of Chief Information Officers (JCIO) to identify similar applications and equipment within the enterprise.

As the TGB review process for IT projects has developed, it has become apparent an awareness of some sole source procurement documents would be helpful. This knowledge will help the TGB further develop and promote partnerships between agencies on similar projects and help identify and realize greater cost savings. The TGB has recently decided to review sole source procurements for IT purchases, in addition to the IT-related RFPs they have been reviewing.

The TGB will begin review of selected sole source procurements of IT components over \$50,000 in value. Sole source procurements are defined as "a purchase of a good or service in which the department or agency selects a vendor without engaging in a competitive selection process."

The TGB **will** review sole source procurements of:

- New IT hardware
- New IT software (including systems software, off-the-shelf software, and other types)

The TGB will not be reviewing sole source procurements to purchase upgrades for existing hardware or software. An upgrade is defined as "additional hardware or





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software enhancements, extensions, features, options, or devices to support, enhance, or extend the life or increase the usefulness of previously procured information technology devices.”

The TGB **will not** review sole source procurements of:

- IT hardware upgrades, expansions or replacements
- IT software upgrades, expansions or replacements
- IT annual maintenance

A concept paper must be completed by an agency to acquaint the TGB with the applicable RFP or sole source procurement. A blank concept paper is attached for your use. Please send completed concept papers to:

Wes Hunsberger  
Department of Administrative Services – Information Technology Enterprise  
Hoover Building, Level B  
Des Moines, IA 50319  
[wes.hunsberger@iowa.gov](mailto:wes.hunsberger@iowa.gov)

As more information becomes available in this process, it will be published to the TGB website and distributed to the parties affected by this process. The TGB welcomes the opportunity to help improve the efficiency and effectiveness of IT for the Executive Branch.

The TGB website is located at: <http://das.iowa.gov/tgb/index.html>

A letter from the TGB was distributed early last year to all department heads, chief information officers and chief financial officers outlining the approval process for IT-related RFPs. This current letter regarding sole source procurements builds on the previous letter, and the previous letter is attached for more information.